

**Dual Credit/Dual Enrollment Scholarship
Postsecondary Institution Certification Instructions**

1. MDHEWD will email a list of potentially eligible applicants and a Certification Statement to the individual designated as the financial aid office's operational contact for each postsecondary institution.
 - a. The potentially eligible applicants will include students who submitted an application, and whose adjusted gross income information was postmarked, by the deadline for the current evaluation/payment cycle, and who were certified as potentially eligible for an award by the applicants' high schools.
 - b. The applicant information will be prepopulated in the first five columns (A-E) of the certification template to reduce the amount of data entry required by postsecondary institutions. ***It is extremely important that the information in these fields remains unaltered.***

Column A, Dual Credit/Enrollment Provider: The name of the Dual Credit/Dual Enrollment provider.

Column B, Last Name: The student's last name as it was submitted in the application.

Column C, First Name: The student's first name as it was submitted in the application.

Column D, StudentID: An MDHEWD assigned unique identifier required for processing.

Column E, High School: The name of the high school as it was submitted in the application. Non-personally identifiable information (PII) provided to help the postsecondary institution match the student to their records and determine if the institution has a payment agreement, or other type of dual credit/dual enrollment agreement, on file with the high school.

2. The certifying postsecondary official will:
 - a. Verify whether each listed student has met the eligibility criteria in the Certification Statement.
 - i. U.S. Citizenship or permanent residency must be verified with one of the following:
 1. The combination of the student's Social Security number contained in the institution's records and the student's attestation of U.S. citizenship or permanent residency provided on MDHEWD's Dual Credit/Dual Enrollment Scholarship application. The student's inclusion on the institution's certification file provided by MDHEWD is sufficient documentation of the attestation; or
 2. A copy of the student's Missouri driver license; or
 3. A copy of the student's birth certificate; or
 4. A copy of the student's alien registration (green) card.
 - b. Provide the Total Reimbursement amount in Column F of the certification template.
 - i. The total reimbursement includes all tuition and fees charged to the student, less any non-loan aid of which the institution is aware.

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- ii. Tuition and fees is defined as any charges to eligible students classified as tuition and any institutional fees charged to all dual credit or dual enrollment students, excluding course-specific fees.
 - iii. The following coursework is eligible for reimbursement:
 - 1. Completed coursework for which a grade is assigned under the institution's standard grading policy (including grades of Incomplete), is eligible for reimbursement.
 - 2. Dropped or withdrawn coursework will be reimbursed based on the institution's tuition refund policy.
 - iv. Repeat high school dual credit or dual enrollment coursework is NOT eligible for reimbursement.
 - 1. Repeat coursework is any coursework for which the recipient has been assigned a grade under the institution's standard grading policy in a previous term.
 - 2. Coursework for which the student was placed in an incomplete or withdrawn status is not considered repeat coursework and is eligible for reimbursement.
 - v. For students enrolled in full-year dual credit or dual enrollment courses, whether the scholarship will reimburse the full amount or only the spring half depends on when the student registered for the course:
 - 1. If the student registered for the full-year course in spring 2022 (for example, if the student is required to complete the first semester of a course before being allowed to register for dual credit), then the student can receive reimbursement for the full course.
 - 2. If the student registered for the full-year course in fall 2021, then the student is only eligible for the spring 2022 half of the course. In this instance, the award would be based on half of the course hours. For example, for a 3 hour course, the award would be based on 1.5 hours.
 - vi. Leave the Total Reimbursement field empty for students who do not meet the eligibility criteria. Enter a zero for students whose awards have been reduced to zero after all sources of non-loan aid have been applied.
- c. Sign and date the Certification Statement.
- d. E-mail the completed Certification Statement and certification roster to DCDE@dhewd.mo.gov.

Note: MDHEWD recommends you retain the original file and complete/submit a saved copy of the file.

If you have any questions or need assistance, please contact:

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